

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> SUPERVISOR FACILITIES MAINTENANCE OPERATIONS		<b>Date:</b> 10/29/98
<b>Position Level:</b> 9	<b>FLSA Status:</b> Nonexempt	<b>Class Code:</b> 9-11

### GENERAL DESCRIPTION

Primary function is to go over daily jobs/work orders and assign appropriate employees to each job, estimate, order materials and set jobs up. Issue out tools and supplies to work crew. Monitor job sites daily. Request PO's, call for material price's and availability, and maintain supervisor's daily assignment paper work. Oversee all daily function's for all carpenters, mason, and maintenance mechanics/workers.

### KEY RESPONSIBILITIES

1. \* Assign daily assignments to work crew of jobs and work orders.
2. Issue out major tools and equipment for daily jobs to workers.
3. Estimate and compute materials needed for daily jobs.
4. \* Obtain price quote's on materials for upcoming jobs.
5. \* Complete PO requests and call for delivery or pick up of materials.
6. \* Daily monitoring of all work sites and work crews.
7. Daily overseeing of worksite problems and any county emergency.
8. Maintain and report vehicle maintenance/upkeep.
9. Estimate and set up concrete work with mason.
10. Complete daily paperwork .

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SUPVR, FACIL MAINT OPS	<b>Class Code:</b> 9-11	<b>Position Level:</b> 9
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters. Florida Driver's License.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

<b>Position Title:</b> SUPVR, FACIL MAINT OPS	<b>Class Code:</b> 1104	<b>Position Level:</b> 9
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On this date I have received a copy of my job description relating to my employment with  
Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_